2. What forms do I use?

Included in this package are the application forms necessary to meet the ECRA Initial Notice requirements. The first part of the application is entitled the General Information Submission (GIS) and must be filled out and submitted to the Bureau of Industrial Site Evaluation, CN-028, Trenton, New Jersey 08625 within five days following the public release of the decision to close operations or execution of an agreement of sale or option to purchase. This part solicits only general information regarding site ownership, permits, etc. The second part of the application is more technical in nature and is entitled the Site Evaluation Submission (SES). This must be filled out and submitted to the bureau within thirty days following public release of the decision to close operations or execution of an agreement of sale or option to purchase. The SES must be submitted in duplicate.

3. What happens after I file an initial notice?

After both parts of the application forms are provided to the department and the Initial Notice is considered administratively complete, a preliminary inspection will be scheduled at which time you will be asked to walk through the property with the inspector. After this site inspection, the department will prepare a preliminary inspection report detailing site conditions and will provide you with guidance concerning EGRA compliance. The department will supplement all Initial Notice submissions with their own review of appropriate and available records of federal, state, county, and municipal agencies pertaining to the industrial establishment. The department may also conduct additional inspections and must be granted necessary access to all site areas, buildings, and records upon reasonable notice.

During the site inspection, the department's representative must be accompanied by appropriate technical, scientific and engineering representatives of the industrial establishment and must be granted access to all site areas, buildings, and records. After the site inspection, a decision on the acceptability of the sampling plan will be made. Additional inspections may also be required.

4. Is a sampling plan needed in all cases?

This depends on the complexity of the site. A sampling plan is required by N.J.A.C. 7:1-3; however, the regulations also state that the owner or operator of an industrial establishment may propose that no sampling plan need be developed and implemented for the site. To do this, the applicant must provide full documentation of the justifications, other than economic reasons, for exemption from the requirements. This must be submitted to the department at the time of the Initial Notice for review and approval. The department will then make a determination of the need for sampling.